

ACCOUNTANT TRAINEE
JOB ANALYSIS
BACKGROUND INFORMATION

Date of Study: November 17, 2004

Collective Bargaining Identification: R01

Job Analysis Conducted By: Carol MacMillan, Personnel Examining Analyst
Personnel Examining Section

Number of Incumbents: There are 11 incumbents in this classification
per Department of Corrections Filled/Vacant
Position Report dated June 2, 2004.

Names of the Subject Matter Expert(s) and their background:

Elsa Martin, Accounting Administrator I, North Coast Regional Accounting Office (RAO)

Ms. Martin currently works as an Accounting Administrator I at California Department of Corrections' (CDC) North Coast RAO where she supervised Accountant Trainees for 1 year. At the beginning of her state service, she worked as an Accountant Trainee for 4 months at the Community Colleges Board of Supervisors. She has been with CDC for a total of 11 years.

Joanne Sanchez, Accounting Officer (Supervisor), North Coast RAO

Ms. Sanchez currently works as an Accounting Officer (Supervisor) at CDC's North Coast RAO. Previously she worked for 7 months as an Accountant Trainee at the Department of Transportation and then for 7 months as an Accountant Trainee at CDC. She has been with CDC for a total of 7 years.

Janie L. Thompson, Senior Accounting Officer (Supervisor), Bakersfield RAO

Ms. Thompson currently works as a Senior Accounting Officer (Supervisor) at CDC's Bakersfield RAO. Previously she worked as an Accountant Trainee at CDC's Administration RAO for 1 year. She has been with CDC for a total of 8 years.

Karen Puder, Senior Accounting Officer (Supervisor), Corcoran RAO

Ms. Puder currently works as a Senior Accounting Officer (Supervisor) at CDC's Corcoran RAO. Previously she worked as an Accountant Trainee in the same location for 1 year. She has been with CDC for a total of 7.5 years.

ACCOUNTANT TRAINEE INFORMATION GATHERING

Comments: After review of the job analysis, the SMEs added two tasks and one Special Personal Characteristic listed below. None of them were on the class specifications and therefore, were not rated.

25. Input employee account receivables into the CALSTARS system in order to adequately monitor repayment to the state using CALSTARS terminal system, reports, and manuals, 10-key calculator, SCO reports, data entry skills, accounting knowledge, payroll reports, etc. on a daily basis.
26. Monitor employee account receivables in order to reconcile source documents with the CALSTARS system, record payments, monitor aging of the account, etc. using CALSTARS terminal system, reports, and manuals, 10-key calculator, SCO reports, auditing skills, data entry skills, accounting knowledge, payroll reports, etc. on a daily basis.
27. SPC3 – Personal characteristic to exercise initiative in order to complete work assignments, learn other aspects of the overall accounting process and how they relate to your assigned duties, research and present possible solutions to resolve problem situations, etc.